

ADMINISTRATIVE - INTERNAL USE ONLY

4 June 1986

MEMORANDUM FOR: OIT Group Chiefs (See Distribution)

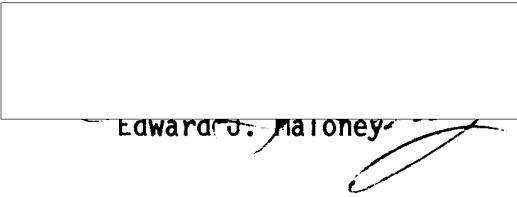
FROM: Edward J. Maloney
Director of Information Technology

SUBJECT: Overtime and Travel

1. As we enter the final third of the fiscal year I have considerable concern about our ability to cover personal services costs. Because we have management control of overtime, effective the pay period beginning Sunday, 8 June, I ask you to reduce overtime across the board by 25%. Overtime that directly supports high priority operational requirements takes precedence. I recommend that you use the present T&A exercise for this pay period as an opportunity to gather information on the amount of overtime your components are consuming. That then should be the base line from which to measure a 25% reduction. Please provide the DD/OIT-Management the results of your actions on a bi-weekly basis.

2. In a recent staff meeting we talked about the need to put your travel projections in priority order. First priority is assigned to operational travel; then project-required travel; and finally, anything else. I rely on you to use strict standards as you consider your lists. Projections should be in the hands of the Chief/Administrative Staff, by COB, Friday, 6 June.

STAT


Edward J. Maloney

cc: DD/OIT-Management
DD/OIT-Operations
Chief, Administrative Staff, OIT

Distribution:

Chief, DFG
Acting Chief, ESG
Acting Chief, GOG
Chief, IISG
Chief, M&CG
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